

# FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

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## \*\*\* Minutes for April 5th Meeting \*\*\*

### **I. Call to Order and Roll Call – Joanna Adams**

TIME: 7:05

Board members in attendance: Linda Bosworth, Joanna Adams, Harold Herman, Ken Kahn, Aaron Anderson

### **II. Reading and approval of the minutes – Jamie Campbell**

Highlights from April 5th meeting minutes were presented.  
Minutes were approved as read.

### **III. Public comment.**

The owner of a building that was previously part of the Water Company informed the Water District that the building has a line that Larry used to flush the system. When turned on, water does flow from the line. He would like to be activated and provided his contact information to Ken so they can coordinate. He also stated that he would allow the Water District to use that line to flush the system.

Motion: Ken Kahn can activate the line and flush it out. Passed uanimously

### **IV. Operator's report – Ken Kahn**

Ken has completed his certification test and is awaiting results. Ken will send in a temporary water operator form so he can operate without violation.

Water samples were taken, tested and passed.

Door on the Gordon Ave. well house was replaced and a hole was plugged. A fence needs to be placed around the well house for safety.

Linda will provide a new door for the tank house.

Ken will pick up deadbolt locks for the doors.

A condemned house has requested that the water be shut off. The district will do so. If, at a later date, the water needs to be reconnected there will be a reconnection fee.

Ken will review impact fees, maintenance fees, reconnect and disconnect fees to aide the board in determining a fair fee scale.

There is a possibility that the Water District could acquire a booster system complete with booster pumps as a donation. However, the water district in Miles

City may also want it. Ken is willing to pick up the system and store it while the Water District determines that the best options are.

Motion: Ken will pick up and store booster station equipment. Passed unanimously.

**V. Financial report – Linda Bosworth**

Balance in Glacier Bank checking is \$1430.95.

The Water District currently owes board members as follows:

Joanna Adams - \$46.26, Ken Kahn - \$22.92, Harold Herman is owed \$1440 for the insurance coverage, Linda Bosworth - \$3410.67 (increase from March due to \$1800 to cover the Flathead Electric power bill).

**VI. Correspondence.**

The former Sinclair's station that is converting to a Cenex noted they were pleased with the Water District's hard work and minutes. They are wanting to know what the commercial rates will be. Linda noted that currently she pays \$450 monthly.

The Rock Shop owner noted that she owns 2 lots next to her, plus her residence and the Rock Shop. Her shop does not use water. The Water District will present a proposal to her.

Laura Strong is wondering if the district will annex current well holders into the district.

Bonneville power needs a W9 and federal tax ID. They are wondering if they can pay electronically. This will need to be explored.

**VII. Old business.**

1. Updates to website – Joanna Adams  
The minutes from March and the current agenda have been uploaded to the website.
2. Hiring a GM and auditor treasurer. Tabled for next month.
3. Hiring a secretary. Tabled for now.
4. Insurance application for water district. Harold Herman covered the expense of the Water District's insurance.
5. Survey of lots 38 and 39 need to be completed. Exploring affordable surveyors.
6. Taxes are paid through March 15. Second half are due in May. Discussion tabled til May.
7. Three Water District Board seats will be up for election in May 2017.
8. A vote was held on the engineering proposal. A2Z was selected with unanimously approval.
9. A letter has been sent to Water District customers notifying them that the water system has been transferred to the district.

**VIII. New business – Joanna Adams**

1. Status of income survey. Lyle is waiting for this to be completed. The info will be used to pursue grants.

Motion: Approve income survey as written with edits as Lyle recommends.  
Approved unanimously.

2. Proper signage at both well sites and tank houses. Ken will pick that up.

3. Discussion of A2Z proposal/contract

Copies of their proposal was presented to the board.

Linda noted that the fees were for design and construction over a 12 month period. If it extends beyond that period adjusts will be made. If the engineers feel they are being asked to do something they perceive as unethical they can withdraw. Cost of environmental review and PER were all referenced.

Motion: Water District should accept A2Z's proposal. Passed unanimously.

Joanna Adams signed on behalf of Water District Board.

Details of discussion and proposal follow:

A2Z laid out their proposed timeline in order to complete the PER in time to meet pending grant deadlines. Unfortunately to move forward they must have the Search Grant in hand and they would need to begin work by April 11<sup>th</sup>.

The proposed start date does not appear likely due to unmet precursors. Even the first deadline is missed other grant options still exist. One is to keep pursuing the rural development grant because they are rolling grants and have a fairly quick turn-around. The TSAP grant is ready to go out with the understanding that the required matching funds will come through either the Search Grant or another source- to include low interest loans. The hold- up on the Search Grant is that it requires an income survey and that has yet to be done. There may be some money available for emergency repairs through Rural Water. It is not likely the District will successful getting a grant from them if lack of maintenance is the reason – however, safety is a reason that will be considered. The fact that the Water Company was under enforcement for 20 years does indicate there are significant concerns and this should actually prove beneficial in obtaining emergency funding. Another approach is a letter writing campaign to legislators. The fact that this year is Glacier Park's anniversary, and the Water District is located in a region considered to be the Gateway to Glacier, may prove helpful as well.

A2Z recommends the first step is a full review of existing system and an accurate evaluation of the true capacity of existing wells. They also suggest that it may be possible and cost effective to run the system on pressure tanks, so the water in the ground versus building new storage tanks. If adequate capacity doesn't exist then drilling a 3<sup>rd</sup> well is probably less expensive than building a new storage tank. A generator may also be required to deal with potential outages and it could be build next to the largest well.

It was noted that the water rights have not been processed yet. DRNC has all the records and will be pursuing the details.

Larry's old abandoned well (at Bruce's) needs to be evaluated – all the deadends that exist in the Water System need to be eliminated so everything loops correctly. A flush station could be established at Bruce's with an easement granting the Water District operator access. There is a question as to whether the old well still exists or whether it was actually filled in. If the well still exists it might be a temporary way to improve pressure and help the Water District deliver better pressure to customers through the summer.

A2Z will move forward as soon as they are notified by the board to do so.

They will provide printouts to the board of all the materials they currently have regarding the water system.

4. TSEP application was discussed. This requires matching funds as noted in discussion above. If the Search grant does not come through there are loans available at rates as low as 1% that could work to meet the matching fund requirement. Motion: The Water District should apply for the grant. Approved unanimously. Joanna Adams signed the grant on behalf of the board. Linda signed as witness. The grant was provided to Shelly for submissions.
5. Electrical account. Linda Bosworth paid the power bill, which included a deposit. This was for 2 meters. There is a third at Larry's home but it also includes his home's power. A plan will need to be developed to determine how to handle that. The power company noted that if bills are paid timely over the next 12 months they will credit back 3 months.
6. Sams and DUNS are both complete. Joanna Adams is the contact on both. There are options to add others if the need arises.
7. Protocol for connecting new people to the system will need to be developed, along with rates. Tabled to the May meeting.
8. Discussion of deadline to report delinquent district users to Flathead County Treasurer to include on 2016 real property taxes. Tabled to May meeting.
9. Discussion of board to old publicized meeting to charge late fees. Publication must occur. Discussion tabled to May meeting.

#### **IX. Public Comment regarding new business – Joanna Adams**

Discussion regarding proper way to hook up campers and RV's to prevent back flow problems. Mike Kropp can provide Ken Kahn info regarding this because there are a number of these set ups in this community. Discussion tabled to May

Forgiveness letter added to Corporate Book.

Flathead Electric bills will be emailed to Joanna Adams.

Checks will be purchased so the District can pay bills.

Fiscal year ends June 30 and the District will need to file a tax return. Aaron has a connection who might do this.

Concerns were raised about potential cross-contamination issue stemming from backflow problems. The improper use of water at a poultry farm was noted as potential contamination issue.

**X. Questions and answers with District staff.--Joanna Adams**  
None

**XI. Adjournment – Joanna Adams**  
TIME: 9:45

**The next General Meeting of the Board is to be held on May 3, 2016, 7pm, at the Badrock Fire Department.**